

# PART ONE

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## WHAT IS THE CRIME FREE MULTI-HOUSING PROGRAM?

### WHERE IT BEGAN

The CRIME FREE MULTI-HOUSING PROGRAM began in Mesa, Arizona in July 1992. It has spread across the United States and to Canada in a very short time. It was designed to be law enforcement driven.

### HOW IT WORKS

The CRIME FREE MULTI-HOUSING PROGRAM is a unique, three-phase certification program for rental properties of all sizes, including single family rental homes. The first phase is the completion of an eight-hour program taught by attorneys, police and fire personnel. Frequently, guest speakers will also attend to address specific topics relating to rental properties. This police-sponsored program is designed to be very easy, yet extremely effective, at reducing criminal activity in rental properties.

The CRIME FREE MULTI-HOUSING PROGRAM addresses these topics:

- Understanding Crime Prevention
- C.P.T.E.D. Concepts
- The Application Process
- Common Sense Self Defense
- Community Rules/Leases
- Apartment Communities/Not Complexes
- Active Property Management
- Combating Crime Problems
- Police: To Serve and Protect?
- Partnership with the Fire Department
- Dealing with Non-Compliance

Typically, the CRIME FREE MULTI-HOUSING PROGRAM is taught during a single eight-hour day. We will also, on occasion, sponsor Saturday and evening sessions. The program is designed to be flexible so that we can meet the needs of our community.

## WHO SHOULD ATTEND

Property owners, managers, leasing staff, maintenance personnel and others in the management team should attend the entire 8-hour training program. It is also recommended that police officers attend the training to understand the civil nature of rental communities, and to establish a rapport with managers of rental properties.

## PHASE ONE: TRAINING

After completion of the eight-hour training program, each participant will receive a **green certificate** that has been signed by the Chief of Police. The certificate is also signed by the program coordinator of the CRIME FREE MULTI-HOUSING PROGRAM, who sponsors the training.

**This certificate is to be immediately framed and displayed** in the leasing office, or in a prominent place where applicants are sure to see it. **Prospective residents should be told as soon as possible that the property management is working with the police** to keep the community healthy. If there is no leasing office, a certificate can be displayed in a 3-ring notebook with other materials used in the CRIME FREE MULTI-HOUSING PROGRAM. The manager or owner should show the notebook to prospective residents.

**Participating managers should also begin immediate implementation of the Crime Free Lease Addendum**, which is the backbone of the CRIME FREE MULTI-HOUSING PROGRAM. This addendum to the lease cites specific actions that will be taken by management if a resident, or somebody under the resident's control, is involved in illegal or dangerous activity on or near the rental property.

**If the management is conducting a background check that includes credit and criminal information, the applicant should be informed before they turn in the application or pay any fees or deposits.** Every prospective resident must be treated exactly the same as the others. It is important to develop office policies to ensure this.

## PHASE TWO: C.P.T.E.D. INSPECTION

In the second phase of the program a representative of the police department will inspect the rental property to assess physical security and general appearance of the property. If the property meets the agency's requirements, management will be given a second certificate signed by the Chief of Police.

This **red certificate** will certify the property has met (or has implemented a timetable to meet) the minimum-security recommendations of the CRIME FREE MULTI-HOUSING PROGRAM. The minimum-security recommendations are:

## C.P.T.E.D. SECURITY RECOMMENDATIONS:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## PHASE THREE: SAFETY SOCIAL

In the third and final phase of the program, the sponsoring law enforcement agency will conduct a Safety Social for residents at the rental property. This will include information about general safety principles and crime prevention, including Neighborhood Watch information. This will also give law enforcement the opportunity to explain the CRIME FREE MULTI-HOUSING PROGRAM to the residents of the rental community.

**Management may choose to provide food, non-alcoholic drinks and entertainment** to add to the success of this event. It is also recommended that property managers raffle door prizes as an added incentive to draw residents to the meeting. **It is necessary to conduct at least one (1) meeting per year to maintain membership** in the CRIME FREE MULTI-HOUSING PROGRAM.

A **blue certificate** will be issued at the Safety Social to demonstrate to the residents that management is committed to the Crime Free Multi-Housing Program, and has completed all three (3) phases of the program.

## FULL CERTIFICATION

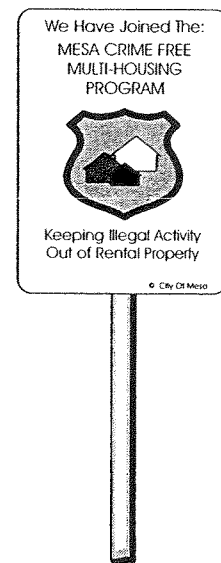
Once fully certified, the property manager will receive a **gold certificate**. (This certificate is the only certificate that has an expiration date. It is renewed each year after the subsequent Safety Social has been conducted.)

After completion of the first safety social, management can post the CRIME FREE MULTI-HOUSING PROGRAM signs on the property. It is recommended that one sign be posted at each entrance to the property where prospective residents will see them.

## SIGN REGISTRATION

There may be minimal one-time registration fee for each sign (to cover costs). **The use of the sign is granted by the City of Granite City**, and permission to display the sign can be revoked if the property is sold or the management no longer wishes to participate in the CRIME FREE MULTI-HOUSING PROGRAM.

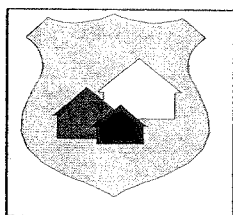
An added incentive to reach full certification is being granted permission to use the logo of



An added incentive to reach full certification is being granted permission to use the logo of the CRIME FREE MULTI-HOUSING PROGRAM in all appropriate advertisements, as well as on company letterheads, business cards and associated paperwork.

This logo has achieved a very high level of recognition in the United States and Canada. It has proven very effective in attracting honest residents looking for safe housing. It has worked equally well to discourage those looking for an apartment unit in which to conduct criminal activities.

### **Copyrighted LOGO**



### **International Crime Free Multi-Housing Program**

## **PHONE-IN REQUESTS**

An additional advantage to being fully certified is that people can call the police department for a list of fully certified properties.

## **MAINTAINING CRIME FREE SIGNS**

It is the responsibility of the management to maintain and replace all lost or damaged signs. Contact the Crime Free Program Coordinator if this occurs. Carefully consider how each sign is installed to prevent easy removal. Through bolts can be bent or stripped to prevent removal. Signs can be attached with liquid nails and/or bolted to a building at a height that cannot be easily reached.

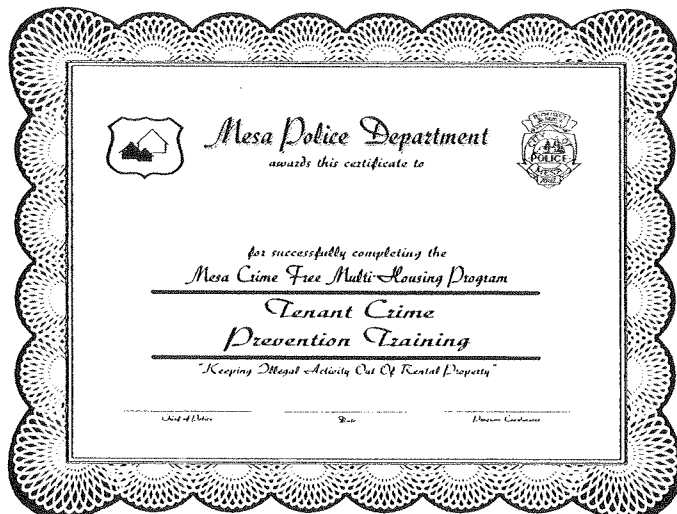
## CERTIFICATES and CRIME FREE SIGN



Phase I Certificate

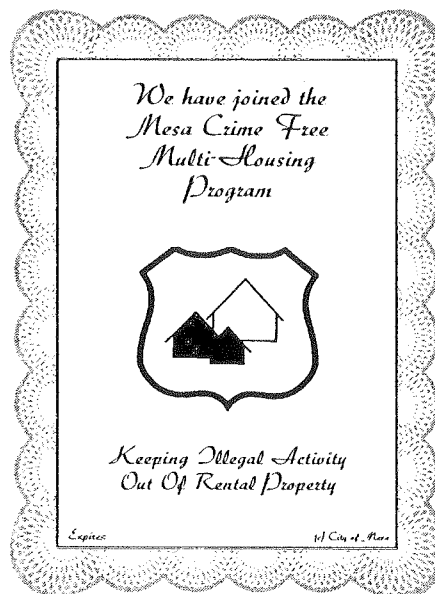


Phase II Certificate



Phase III Certificate

### Annual Certificate



### Crime Free Multi-Housing Sign

